FLIGHT PROJECTS DIRECTORATE
STATUS REVIEW PACKAGE (SRP)

MILESTONE CHART (MLS)
USER GUIDE

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The following documentation is an overview of the Milestone Chart Windows program operation.

RUNNING A CHART FROM WINDOWS

There are two ways to run the MLS chart in the Windows environment:

The first is to double click on the MLS icon. This will load the MLS chart and automatically load the last file opened.

The second way is to click on the MLS icon. Make sure the title under the icon is highlighted. Move the pointer up to **File** and click. Move the pointer to **Properties** and click. This will bring up a dialog box that displays the program's name. After the program name, enter the correct path and file name of the file chart to be opened and click on **OK**. Then move the pointer back to the icon and double click. This will open the chart and the file that was specified in the *Properties* dialog box.

CREATING A NEW CHART

Move the pointer to the menu bar and click on **File** and then select menu item **New**. This will display the *Options* dialog box.

Enter the "Starting Year". Valid years are 1960 to 2050.

Enter the "Total number of periods". Valid number of periods are 1 through 24 if the chart period type is set to MONTHS or 1 through 25 if the chart period type is set to YEARS.

Select the field under "Starting Periods". Valid start periods are 1 through 12 if the chart period type is set to MONTHS. If the chart period type is YEAR, the valid "Starting Periods" are 1 through 12 for 1 year through 4 years and 1 for charts 5 years and greater.

Move the pointer to the radio buttons. Under the "Period Type", click the mouse on the radio button labeled MONTH for a monthly chart or YEAR for a yearly chart.

Move the pointer to the radio buttons under "Organization". Click on the radio button to select the desired organization. Selecting "User defined" allows the user to enter whatever organization is needed.

Move the pointer to the radio buttons under "Calendar Type". This selection indicates whether the chart period is based on Fiscal or Calendar, but has no real functional effect.

Move the pointer to the "Rebaseline Date:" and enter the Rebaseline Date if it applies.

This will print the Rebaseline Date on the leftmost side of the Legend.

When all the selections are made, click **OK** or **CANCEL**. **OK** will accept the changes made. **CANCEL** reverts back to previous selections or default settings.

OPENING AN EXISTING FILE

To open an existing file, move the mouse to the menu bar and click on **File** and then select menu item **Open**.

This will display the *Open File* dialog box. Only files with a ".MLS" extension will be displayed. Using the mouse, select the drive, directory and chart to be opened and click on **OK**.

ENTERING TITLES, DATES, AND OTHER FIELDS

Move the pointer over to the field to be edited, and click on it. This will display an entry box.

Make the entry.

Move the pointer to **OK** , **NEXT** or **CANCEL**, and click.

OK accepts the entry, **NEXT** allows the next field to be edited, and **CANCEL** reverts back to what was previously entered for that field. **CANCEL** will abort the current entry only.

The proper format to use when entering the date is MM/DD/YY; e.g. 07/21/94.

FOOTNOTES

At the bottom of the chart, there are six footnote fields that can be edited. The three footnote fields on the left side of the chart can accommodate up to 80 characters of text. The three footnote fields on the right side of the chart can accommodate up to 40 characters of text. If the footnotes on the left side of the chart extend past the beginning of the footnotes on the right side of the chart, the footnotes on the right side of the chart will become invisible. This has been implemented so that six short footnote fields or three long footnote fields can be used.

ANNOTATIONS

An annotation can be made almost anywhere within the chart.

Move pointer to the menu bar and click on **Edit** and then select menu item **Create Annotation**. Move the mouse pointer to where the annotation is to appear and double click. This will reveal the *Annotations* dialog box.

Type in the annotation, select the desired font, size, color, and click **OK** or **CANCEL**. **OK** accepts the annotation, and **CANCEL** prevents the annotation from being made.

To move an annotation, move the pointer to the menu bar and click on **Edit** and then select menu item **Move Annotation**. Move the mouse pointer over the annotation and depress the left mouse button and drag the annotation to the desired spot.

To change the attributes of an annotation, move the pointer to the menu bar, and click on **Edit** and then select menu item **Edit Annotation**. Move the pointer over the annotation and click. This will reveal the *Annotations* dialog box. Make the necessary changes and click on **OK** or **CANCEL**. **OK** saves the changes, and **CANCEL** reverts back to what was previously entered.

If an annotation is in an undesirable location and cannot be moved, or needs to be removed, delete the annotation while in the *Annotations* dialog box.

PLACE BAR

Move the pointer to the menu bar and click on **Edit** and then select menu item **Place Bar**. Position the pointer at the beginning of where the bar should start. Depress the left mouse button and drag the mouse to the right. Release the left mouse button. This will bring up the *Change Bar* dialog box where the Start date, Progress date and End date can be set.

PLACE MILESTONE

Move the pointer to the menu bar and click on **Edit** and then select menu item **Place Milestone**. Position the pointer where the Milestone is needed and click. This action will display the *Place Milestone* dialog where the date and attributes can be set.

Valid revision numbers for all Milestones are 1 thru 9 and the Program Master Milestone (PGM Master) can be set to 10 so that a "P" will show up as the revision number.

Legend Note: Clicking the mouse on the Program Master Milestone in the legend will toggle its revision from blank (no revision) to a "P".

PLACE SLACK BAR

Move the pointer to the menu bar and click on **Edit** and then select menu item **Place Slack Bar**. Position the pointer at the beginning of where the Slack bar should start. Depress the left mouse button and drag the mouse to the ending point of the bar and release the left mouse button. This will display the *Place Slack Bar* dialog box. Enter the begin and end date and click **OK**.

CHANGE MILESTONES OR BARS

Move the pointer to the menu bar and click on **Edit**. Selecting the option **Change Milestones or Bars** allows the user to change the attributes of Bars and Milestones. Position the pointer over the Milestone or bar to be changed and click the left mouse button. This will display a dialog box.

Milestones: The date, revision level, and various attributes can be changed.

Bars: The start date, progress date, and ending date can be changed. Changing the progress date to a date later than the starting date will fill the bar with black up to the applicable progress date to show how much progress has been made.

Slack Bars: The start date, and ending date can be changed.

DELETE BAR

Move the pointer to the menu bar and click on **Edit.** Selecting the option **Delete Bar** allows the user to delete a regular or a Slack bar. Position the pointer over the bar to be deleted and click the left mouse button. This will delete the bar.

DELETE MILESTONE

Move the pointer to the menu bar and click on **Edit**. Selecting the option **Delete Milestone** allows the user to delete a Milestone. Position the pointer over the Milestone to be deleted, and click the left mouse button. This will delete the Milestone. If there is an annotation linked to the Milestone, it too will be deleted.

MOVE MILESTONES OR BARS

Move the pointer to the menu bar and click on **Edit**. Select the option **Move Milestones or Bars** .

To move a Milestone, position the pointer over the Milestone and depress the left mouse button. While holding the left mouse button down, drag the mouse (and Milestone) to the new position and release the button. The lower left corner of the screen will display the date where the Milestone is currently positioned while being moved.

Bars can be moved three different ways:

Move the beginning of the bar (start date) by depressing the left mouse button over the left side of the bar and dragging it to the desired position. The lower left corner of the screen will display the start date where the bar is currently positioned while being moved.

Move the entire bar by depressing the left mouse button over the center of the bar and dragging it to the desired position. The lower left corner of the screen will display the start date where the bar is currently positioned while being moved.

Move the end of the bar (end date) by depressing the left mouse button over the right side of the bar and dragging it to the desired position. The lower left corner of the screen will display the end date where the bar is currently positioned while being moved.

CRITICAL PATH

To enter the Critical Path, click on the **Critical Path** and then select **Main Critical Path**. This action will display a dialog box where the Main Critical Path can be entered. Each "Milestone" line can have a begin and end date associated with it. For instance, if "Milestone" line 3 needs to be included in the critical path, position the cursor over the "Start" date for line 3 and click. Type in the start date. Using the tab key or the mouse, move to the "End" date field and type in the ending date for the slack line to appear on line 3. The valid date format is MM/DD/YY. When all entries have been entered, click on **Ok**, **Ok** will save the entries or changes, and **CANCEL** will revert back to the previous settings.

SPECIAL CRITICAL PATH

Since the Main Critical Path can hold only one entry per "Milestone Line" Critical Path Lines can also be entered manually.   Click on menu item **Critical Path** and then select **Special Critical Path** and then select **Place Critical Path Line** . Next, move the mouse pointer to the line where the Special Critical Path line is to reside. Depress

the left over the area where the line is to start and drag the line out to where it is to end and release the left mouse button. This action will display the *Place Critial Path* dialog box where the begin and end dates can be altered. Select **OK** accepts the new line and **CANCEL** will abort the operation.

EDIT SPECIAL CRITICAL PATH LINE

To edit a Special Critical Path Line, click on menu item **Critical Path** and then select **Special Critical Path** and then select **Edit Critical Path Line.**   Move the mouse pointer to the line to be edited and click. This action will display the *Edit Critical Path Line* dialog box where the start date and end date can be altered. Make the changes and click on **OK** or **CANCEL**. **OK** accepts the changes and **CANCEL** reverts back to their original settings. This function can not be used to edit the Main Critical Path.

DELETE SPECIAL CRITICAL PATH LINE

To delete a Special Critical Path Line, click on menu item **Critical Path** and then select **Special Critical Path** and then select **Delete Critical Path Line.**   Move the mouse pointer to the Critical Path Line to be deleted and click.   This action will delete the selected Critical Paht Line. This function can not be used to delete Main Critical Path lines.

PLACE LATE START LINE

To place a late start line, move the pointer to the menu bar and click on **Edit** and then select menu item **Place Late Start Line** . Move the mouse pointer to where the late start line is to begin and depress the left mouse button dragging the line twards the end date. Release the left mouse button. This action will bring up the *Place Late Start Line* dialog box. Enter the Start date and End date. When finished, Select **OK** or **CANCEL**. **OK** will accept the changes, and **CANCEL** will abort the operation.

EDIT LATE START LINE

To edit a late start line, move the pointer to the menu bar and click on **Edit** and then select menu item **Edit Late Start Line** . Move the mouse pointer to the late start line to edit and click. This action will bring up the *Edit Late Start Line* dialog box. Edit the Start date and/or End date. When finished, Select **OK** or **CANCEL**. **OK** will accept the changes, and **CANCEL** reverts back to the previous settings.

DELETE LATE START LINE

To edit a late start line, move the pointer to the menu bar and click on **Edit** and then select menu item **Delete Late Start Line** . Move the mouse pointer to the late start line to delete and click. Thisaction will delete that Late Start Line.

INSERT LINE

To insert an entire line, move the pointer to the menu bar. Click on **Edit** and then select **Insert Line**. Move the pointer to where the line is to be inserted and click. A warning box will be displayed indicating that a line will be inserted and line 20 (if it exists) will be deleted.   Clicking on **YES** will delete line 20, insert a new line where the mouse click occured, and move all lines (below and including the line where the mouse click occured) down 1 line.
Clicking **NO** or **CANCEL** will abort the operation. Unlinked annotations must be moved manually. The "Critical Path" will be automatically adjusted.

DELETE LINE

To delete an existing line move the pointer to the menu bar and click on **Edit**. Click on **Delete Line**. Move the pointer to the line to be deleted and click. A warning box will be displayed indicating that the line will be deleted. Clicking on the **YES** button will delete the line, and move all lines below the clicked position up one line. Clicking on **NO** or **CANCEL** will abort the operation. Unlinked annotations must be moved or deleted manually. The "Critical Path" will be automatically adjusted.

OPTIONS

Position the pointer over the menu bar and click on **Format**. Then click on **Options**.

Enter the "Starting Year". Valid years are 1960 to 2050.

Enter the "Total number of periods". Valid number of periods are 1 through 24 if the chart period type is set to MONTHS or 1 through 25 if the chart period type is set to YEARS.

Select the field under "Starting Periods". Valid start periods are 1 through 12 if the chart period type is set to MONTHS. If the chart period type is YEAR, the valid "Starting Periods" are 1 through 12 for 1 year through 4 years and 1 for charts 5 years and greater.

Move the pointer to the radio buttons. Under the "Period Type", click the mouse on the radio button labeled MONTH for a monthly chart or YEAR for a yearly chart.

Move the pointer to the radio buttons under "Organization". Click on the radio button to select the desired organization. Selecting "User defined" allows the user to enter whatever organization is needed.

Move the pointer to the radio buttons under "Calendar Type". This selection indicates whether the chart period is based on Fiscal or Calendar, but has no real functional effect.

Move the pointer to the "Rebaseline Date:" and enter the Rebaseline Date if it applies. This will print the Rebaseline Date on the leftmost side of the Legend.

When all the selections are made, click **OK** or **CANCEL**. **OK** will accept the changes made. **CANCEL** reverts back to previous selections or default settings.

LINK ANNOTATIONS

An annotation can be linked to a Milestone. To link an annotation to a milestone, move the pointer to the menu bar and click on **Links** and then select menu item **Link Annotation**. A message box will appear instructing you to click on the Milestone to be linked. Select **OK** and click on the Milestone. A secone message box will appear instructing you to click on the annotation. Select **OK** and click on the annotation. A third message box will appear asking if the link should be visible or not. Select "YES" or "NO". A visible link draws a line between the Milestone and the annotation. Annotations that are linked to Milestones will travel around with the Milestone if the Milestone is moved in any way.

CHANGE LINKS

To change a link, move the pointer to the menu bar and click on **Links** and then select menu item **Change Link**. Click on the Milestone whos link is to be changed. This will bring up a dialog box with the selections **Visible**, **Not Visible**, or **Remove Link**. Select the appropriate radio button and click **OK**.

SAVE/SAVE AS

To save a file, position the pointer on the menu bar. Click on **File**, then click on **Save** or **Save As**.

The option "Save As" allows you to save the file using any legal file name and path.

The option **"**Save" saves the current file to the current file name.

If the current file is new and has never been saved, the "Save As" dialog will appear.

All files will be saved with a ".MLS" extension by default.

DELETE

To delete a file, position the pointer on the menu bar. Click on **File**, then click on **Delete**. This opens a dialog box where either the path and filename can be typed, or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file to be deleted, or move the pointer to the file to be deleted and click. Move the pointer to **OK**, and click. This action displays another dialog box as a safety measure to ensure that the user really wants to delete the selected file. **CANCEL** aborts the operation, **OK** deletes the file.

PRINTER SETUP

To access the Printer Setup, move the pointer to the menu bar and click on **File**. Select menu item **Printer Setup**. This will bring up a dialog box where the printer modes can be changed. Make sure the printer is set up for "Landscape" before printing.

PRINTING

Move the pointer to the menu bar and click on **File**. Move the mouse to **Print** and click. This will print the chart on the Windows default printer. Before printing, ensure that the printer setup for HP LaserJet II has been set to Landscape mode.

EXIT

To exit an existing file, move the pointer to the menu bar and click on **File**. Select menu item **Exit**.

If the file has no new changes, then the program will terminate.

If the file has unsaved changes, a warning box will appear and prompt the user to save the current file.